



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI, OHIO 45268

JUL 02 2015

Mr. Michel Propst
11201 Renner Blvd
Lenexa, KS 66219

RE: Freedom of Information Act Request No. EPA-HQ-2015-007485

Dear Mr. Propst,

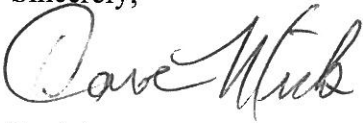
This letter is in response to your Freedom of Information Act (FOIA) request dated May 28, 2015, which was assigned FOIA Request No. EPA-HQ-2015-007485 for tracking purposes. This request concerns information pertaining to the desk audit that was performed on the position to which you are assigned. Your request was assigned to this office on June 3, 2015.

You requested copies of all documentation submitted to the Cincinnati Human Resources Shared Service Center that supported the final decision and assignment of the new position description that resulted from the afore-referenced desk audit. I have enclosed a copy of all the records responsive to your request that are in the possession of the Cincinnati Human Resources Shared Service Center. These records consist of the employee questionnaire responses, the supervisor questionnaire responses, the request for personnel action, and the new position description. All the documents have been provided in their entirety, sans any redactions.

You may appeal this response to the National Freedom of Information Officer, U.S. EPA, FOIA and Privacy Branch, 1200 Pennsylvania Avenue, N. W. (2822T), Washington, DC 20460 (U.S. Postal Service Only), E-mail: foia_hq@epa.gov. Only items mailed through the United States Postal Service may be delivered to 1200 Pennsylvania Avenue, NW. If you are submitting your appeal via hand delivery, courier service, or overnight delivery, you must address your correspondence to 1301 Constitution Avenue, N. W., Room 64161, Washington, DC 20004. Your appeal must be made in writing, and it must be submitted no later than 30 calendar days from the date of this letter. The Agency will not consider appeals received after the 30 calendar day limit. The appeal letter should include the tracking number listed above. For quickest possible handling, the appeal letter and its envelope should be marked "Freedom of Information Act Appeal".

If you have any questions concerning the documentation which has been provided, please contact Lonnie Gates at (513) 569-7388. Please provide your FOIA request number in all communications.

Sincerely,



Patricia L. Watson, Acting Director
Cincinnati Human Resources Shared Service Center

cc: Lonnie Gates
Cheryl Krift
Cindy Kirchmer

Enclosures: Responsive Documents